

DESIGN

Design Div.

U.S. PATENT & TRADEMARK OFFICE



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# FILING CABINETS AND SUPPLIES



FROM

**Library Bureau**  
Fittings and Supplies for  
**LIBRARIES, BANKS AND OFFICES**

Colorado Building, Washington, D. C.

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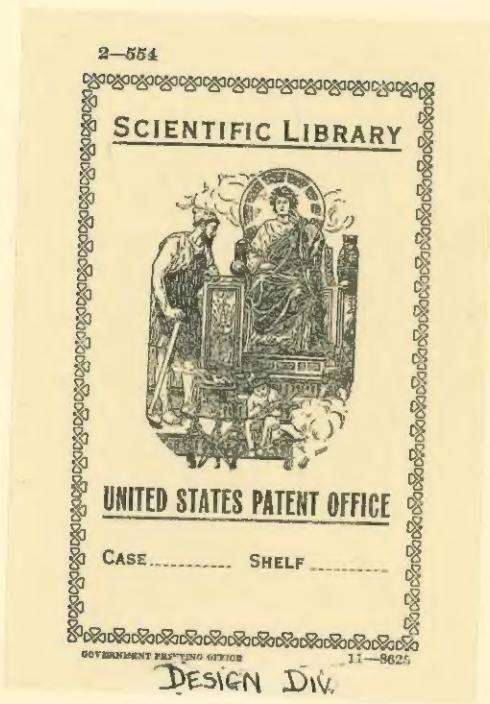
816 Broadway, New York.

112-116 N. Broad Street, Philadelphia.

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1905

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U. S. Patent Office  
OCT 23 1911  
Trade-Marks and Designs





CLARKE & BAKER CO. FACTORY, ILION, N. Y.

# FILING CABINETS AND SUPPLIES

FOR COMMERCIAL HOUSES, BANKS, BANKING CONCERNS, PUBLIC SERVICE CORPORATIONS, REAL ESTATE, INSURANCE AND PROFESSIONAL OFFICES, PUBLIC AND PRIVATE LIBRARIES

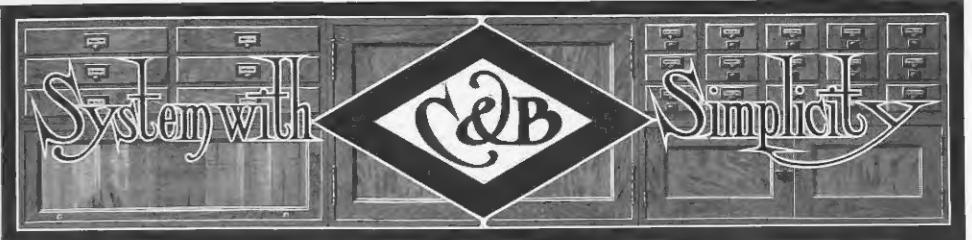


REMOVED TO  
314 BROADWAY, N. Y. C.

**CLARKE & BAKER CO.**

258 CANAL STREET, CORNER LAFAYETTE STREET, NEW YORK  
925 CHESTNUT STREET, PHILADELPHIA  
FACTORY AT ILION, NEW YORK

HF  
5548  
.C 612



## Card Index and Filing Cabinets

THE point above all others which we ask you to consider in C & B cabinets and filing devices is their *practicability*. They embody no fads or experiments. They are built throughout for simplicity and mechanical smoothness. They are as durable as the best materials and soundest cabinet work can make them. They will render business-like service under constant hard use, year in and year out.

### Materials

In oak cabinets, only carefully matched, first grade, Indiana quartered white oak is used. Mahogany is of highest quality, selected for beauty of grain and color. All interiors are of hard wood. Backs of the horizontal sections are 3-ply stock, stained to match color of the oak.

### Finish

Oak cabinets are regularly finished in natural or golden oak, rubbed down to egg-shell surface which does not readily show scratches or abrasions. Any other finish supplied.

### Hardware

Exterior hardware, with three exceptions, is of *solid cast brass*. Exterior hardware on suspension letter files and suspension document and legal blank files is of heavy stamped brass. Brass is finished oxidized copper, but polished natural brass will be supplied when desired.





"A"

## Suggestive Stacks

**"A"**

A stack made up like this is well adapted to care for the records of a Purchasing Department. Provision is made for filing correspondence, quotations, names and addresses of vendors, samples, catalogs, etc. The deep sections at the bottom provide convenient shelf space on which to rest matter which is being referred to.

Stack consists of base section (No. 76622), box drawer section (No. 76326), vertical letter file section (No. 73202), card cabinet section (No. 71315), document file section (No. 74206), bookcase section (No. 75711) and crown section (No. 76512).



"B"

This stack provides for filing correspondence, card records, blue prints or drawings, and other papers.

It consists of base section (No. 76622), box drawer section (No. 76326), box drawer section (No. 76324), vertical letter file section (No. 73202), card cabinet section (No. 71315), suspension letter file section (No. 73106) and crown section (No. 76512).



" C "

This stack well illustrates the perfect adaptability of the horizontal units to special needs. It provides large storage space, vertical filing for both legal size papers and correspondence, and card record, together with shelf room for books.

Stack consists of cupboard section (No. 76720), combination legal and letter file section (No. 73202 x), card cabinet section (No. 71305), bookcase section (No. 75711) and crown section (No. 76512).

## Sectional Filing Cabinets

**S**ECTITIONAL cabinets are one of the great developments in modern filing equipment.

In a growing business it is impossible to foresee the exact amount of filing space that will be required for correspondence and other papers or card records.

Sectional cabinets may be bought to meet immediate needs, and additional units added from time to time as they are required. The advantages are obvious.

Sectional files may be adapted to almost any space, and by a mere change of arrangement will economize floor or wall room as may be necessary.

If certain sections cease to be useful in one department of a business they may be transferred to another.

They are, in fact, capable of almost infinite rearrangement and adaptation.

## C &amp; B Locking Device

The usefulness of the sectional form of cabinet has been greatly increased by our invention of a thoroughly satisfactory locking device to take the place of the unsightly and insecure metal bands or mouldings so widely used to hold sections together.

This locking device joins the sections at top and bottom, leaving unbroken the finished surfaces of the cabinet, and makes a stack of sectionals as steady, rigid and sightly as a solid cabinet.

The locking device is also used to join sections horizontally.

It is entirely invisible when sections are in place, and cannot get out of order.



## Card Index Sections

**W**E furnish card index sections for the three standard sizes of cards, 3 x 5 inches, 4 x 6 inches and 5 x 8 inches. These sections will also carry corresponding centimeter sizes, 7½ x 12½ centimeters, 10 x 15 centimeters and 12½ x 20 centimeters, respectively. Tray interiors are hardwood, dovetailed construction and cut down at sides to facilitate rapid handling of cards. Each tray is fitted with an adjustable block to hold cards in compact shape and with quarter-turn round rod unless some other form of rod is specified. Cases with and without rods are carried in stock. We supply also folding or screw rods without extra charge. Lock rods at 25 cents per tray extra.



### Five-Tray Card Index Section

For 3 x 5 in. or 7½ x 12½ centimeter cards



*Cat. No.*

71305	Capacity :—	High			Wide			Deep		
		5500 light weight cards and 200 guides	5000 medium weight cards and 185 guides	4000 heavy weight cards and 150 guides	5¾ in.	33 in.	13½ in.	High	Wide	Deep
Outside dimensions . . . . .								6¾ in.	33 in.	13½ in.
Quartered Oak . . . . .								" " "	" " "	Cabinet only, \$10.00
Quartered Oak with finished top and back . . . . .								" " "	" " "	11.50
Mahogany . . . . .								" " "	" " "	15.50
Mahogany with finished top and back . . . . .								" " "	" " "	17.50

### Fifteen-Tray Card Index Section

For 3 x 5 in. or 7½ x 12½ centimeter cards

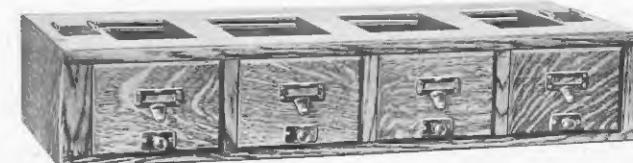


*Cat. No.*

71315	Capacity :—	1650 light weight cards and 600 guides	High 13 in.	Wide 33 in.	Deep 13½ in.
		15000 medium weight cards and 550 guides			
		12000 heavy weight cards and 450 guides			
Outside dimensions . . . . .					
Quartered Oak . . . . .					Cabinet only, \$24.00
Mahogany . . . . .					" " 35.00

### Four-Tray Card Index Section

For 4 x 6 in. or 10 x 15 centimeter cards



*Cat. No.*

71404	Capacity :—	High			Wide			Deep		
		4400 light weight cards and 160 guides	4000 medium weight cards and 150 guides	3200 heavy weight cards and 120 guides	6¾ in.	33 in.	13½ in.	High	Wide	Deep
Outside dimensions . . . . .										
Quartered Oak . . . . .										Cabinet only, \$9.50
Quartered Oak, finished top and back . . . . .								" " "	" " "	11.00
Mahogany . . . . .								" " "	" " "	14.50
Mahogany, finished top and back . . . . .								" " "	" " "	16.50

## Eight-Tray Card Index Section

For 4 x 6 in. or 10 x 15 centimeter cards



Cat. No.

71408	Capacity:—	8800 light weight cards and 320 guides 8000 medium weight cards and 300 guides 6400 heavy weight cards and 240 guides
	Outside dimensions . . . . .	High 13 in.      Wide 33 in.      Deep 13½ in.
	Quartered Oak . . . . .	Cabinet only, \$18.00
	Mahogany . . . . .	"      "      25.50

## Three-Tray Card Index Section

For 5 x 8 in. or 12½ x 20 centimeter cards



Cat. No.

71503	Capacity:—	3300 light weight cards and 120 guides 3000 medium weight cards and 110 guides 2400 heavy weight cards and 90 guides
	Outside dimensions . . . . .	High 7½ in.      Wide 33 in.      Deep 13½ in.
	Quartered Oak . . . . .	Cabinet only, \$9.00
	Quartered Oak, finished top and back . . . . .	"      "      10.50
	Mahogany . . . . .	"      "      13.50
	Mahogany, finished top and back . . . . .	"      "      15.50

## Six-Tray Card Index Section

For 5 x 8 in. or 12½ x 20 centimeter cards



Cat. No.

71506	Capacity:—	6600 light weight cards and 240 guides 6000 medium weight cards and 220 guides 4800 heavy weight cards and 180 guides
	Outside dimensions . . . . .	High 13 in.      Wide 33 in.      Deep 13½ in.
	Quartered Oak . . . . .	Cabinet only, \$15.00
	Mahogany . . . . .	"      "      21.50

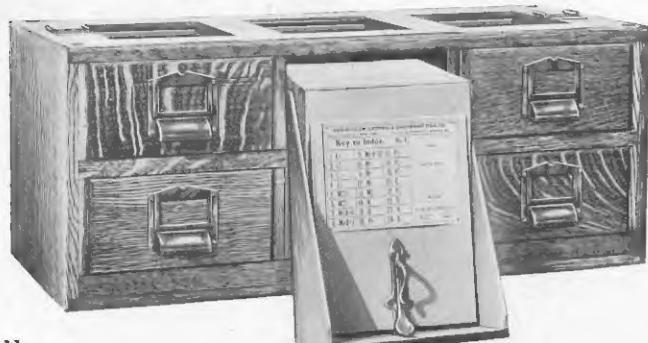
## Sliding Shelf Section



Cat. No.

76040	Two shelves which may be drawn out to hold card trays, books, papers or other articles needed in work at cabinet.
	Dimensions . . . . .      High 2½ in.      Wide 33 in.      Deep 13½ in.
	Quartered Oak . . . . .
	Mahogany . . . . .

## Suspension Letter File Section

Cat. No.  
73106

Each drawer has compressor board, which keeps the contents in perfect order and greatly increases the capacity. Letter headings appear at top when file is in use.

The suspension device is simple and durable, and can be quickly released when entire removal of the file is desired. Equipped with alphabetical index covering all the files, and set of stock labels.

Capacity of each drawer, 500 letters.

Quartered Oak . . . . . With indexes, \$12.00  
Mahogany . . . . . " " 17.50

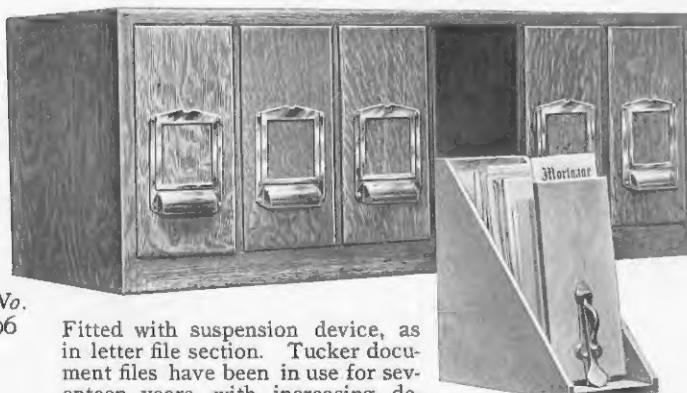
## Outside dimensions:

High, 13 in.  
Wide, 33 in.  
Deep, 13½ in.

## Inside of each drawer:

High, 4½ in.  
Wide, 9½ in.  
Deep, 12½ in.

## Document Suspension File Section

Cat. No.  
74206

Fitted with suspension device, as in letter file section. Tucker document files have been in use for seventeen years, with increasing demand. They have been constantly improved and are the most durable, convenient, smooth-working document files made.

Quartered Oak . . . . . Cabinet only, \$10.00  
Mahogany . . . . . " " 14.50

## Outside dimensions:

High, 13½ in.  
Wide, 33 in.  
Deep, 13 in.

## Inside of each drawer:

High, 10½ in.  
Wide, 4½ in.  
Deep, 8 in.

## Suggestive Stacks

"E"

Low stack consisting of leg base section (No. 76822), box drawer section (No. 76326), vertical letter file section (No. 73202) and crown section (No. 76522).

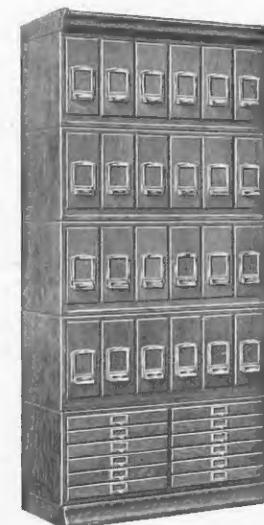
This stack is low enough to permit of the top being used for books of reference, such as a directory or mercantile agency book.



"E"

"D"

A stack of document files with drawers at bottom for storage and blank forms. A combination used in many lawyers' offices. The document files are fitted with suspension devices for convenience of reference.



"D"

"F"

A very practical correspondence file.  
Stack consists of leg base section (No. 76822), two vertical letter file sections (No. 73202) and crown section (No. 76522).



"F"

## Legal Blank Section



Cat. No.

76312	Contains 12 drawers of proper size for storing various forms of legal blanks.	High Outside dimensions . . . . .	13 in. 1 3/8 "	Wide Inside of each drawer . . . . .	33 in. 14 1/8 "	Deep Quartered Oak . . . . .	13 1/2 in. 9 "	
								\$10.00
								15.00

## Drawer Sections



Cat. No.

76314	Four Drawers	High Outside dimensions . . . . .	13 in. 2 1/4 "	Wide Inside of each drawer . . . . .	33 in. 30 "	Deep Quartered Oak . . . . .	13 1/2 in. 12 "	
								\$10.00
								14.50
76324		High Outside dimensions . . . . .	13 in. 2 1/4 "	Wide Inside of each drawer . . . . .	33 in. 30 "	Deep Quartered Oak . . . . .	24 in. 22 1/4 "	

Tops of 24-inch deep sections are finished half way back, and can be used under 13-inch sections, thus affording finished front shelf.

U.S. Patent Office  
OCT 25 1911  
Trade-Marks and Designs

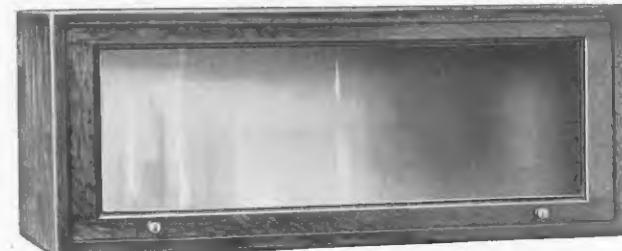
## Drawer Sections—Cont.

Cat. No.  
76316

	Six Drawers	High Outside dimensions . . . . .	13 in.	Wide Inside of each drawer . . . . .	33 in. 14 1/4 "	Deep Quartered Oak . . . . .	13 1/2 in. 12 "	
								\$12.50
								18.00
76326		High Outside dimensions . . . . .	13 in. 3 1/4 "	Wide Inside of each drawer . . . . .	33 in. 14 1/4 "	Deep Quartered Oak . . . . .	24 in. 22 1/4 "	
								\$14.00
								20.00

Tops of 24-inch deep sections finished half way back.

## Book Case Section With Glass Door

Cat. No.  
75711

For books, stationery or general storage. A convenient form of shelving for professional and private libraries. Book Case sections can be removed without disarranging the contents, as each box is a unit. The glass door is fitted with an equalizing mechanism which prevents binding.

	High Outside dimensions . . . . .	Wide Inside dimensions . . . . .	Deep Quartered Oak . . . . .	
	13 in. 10 1/4 "	33 in. 31 1/2 "	13 1/2 in. 12 "	\$4.50
				6.50

## Book Case Section—Open

Cat. No.  
75611

Same as 75711 on page 15, but without glass door.

	High	Wide	Deep	
Outside dimensions . . . . .	13 in.	33 in.	13½ in.	
Inside dimensions . . . . .	11½ "	31½ "	13¾ "	
Quartered Oak . . . . .				\$3.00
Mahogany . . . . .				4.50

## Cupboard Sections



Cupboard sections raise the files to a convenient height from the floor and are useful for general storage.

Tops of the 24-inch deep sections are finished half way back, and can be used under 13-inch sections, thus affording finished front shelf.

Cat. No.  
76716

	High	Wide	Deep	
Outside dimensions . . . . .	13 in.	33 in.	13½ in.	
Inside dimensions . . . . .	11½ "	31½ "	12¾ "	
Quartered Oak . . . . .				\$7.00
Mahogany . . . . .				10.00

	High	Wide	Deep	
Outside dimensions . . . . .	13 in.	33 in.	24 in.	
Inside dimensions . . . . .	11½ "	31½ "	22¾ "	
Quartered Oak . . . . .				\$8.00
Mahogany . . . . .				11.00

Cat. No.  
76726U. S. Patent Office  
Trade-Marks and Designs

## Cupboard Sections—Cont.



Where extra storage room is desired we recommend the higher cupboard section. This has one adjustable shelf, and a 3-inch facia base attached, thereby doing away with the necessity of a separate base section.

Tops of 24-inch deep sections are finished half way back, and can be used under 13-inch sections, thus affording finished front shelf.

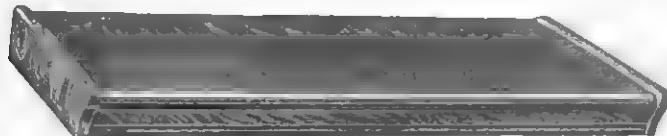
Cat. No.  
76710

	High	Wide	Deep	
Outside dimensions . . . . .	29 in.	33 in.	13½ in.	
Inside dimensions . . . . .	25 "	31½ "	12¾ "	
Quartered Oak . . . . .				\$15.00
Mahogany . . . . .				20.00

Cat. No.  
76720

	High	Wide	Deep	
Outside dimensions . . . . .	29 in.	33 in.	24 in.	
Inside dimensions . . . . .	25 "	31½ "	22¾ "	
Quartered Oak . . . . .				\$17.00
Mahogany . . . . .				23.00

## Crown Sections



A finished top with simple front moulding. A crown section gives an admirable finish to the appearance of the file. Made in two depths—for 13½-inch sections and for 24-inch sections.

## Cat. No.

76512 For 13½-inch sections.

	High	Wide	Deep	
Dimensions	3 in.	33 in.	13½ in.	
Quartered Oak				\$2.50
Mahogany				3.50

76522 For 24-inch sections.

	High	Wide	Deep	
Dimensions	3 in.	33 in.	24 in.	
Quartered Oak				\$3.50
Mahogany				4.50

## Base Sections



Raises stack slightly from the floor and improves the appearance. Made in two depths—for 13½-inch deep sections and for 24-inch deep sections.

## Cat. No.

76612 For 13½-inch sections.

	High	Wide	Deep	
Dimensions	3 in.	33 in.	13½ in.	
Quartered Oak				\$2.00
Mahogany				3.00

76622 For 24-inch sections.

	High	Wide	Deep	
Dimensions	3 in.	33 in.	24 in.	
Quartered Oak				\$3.00
Mahogany				4.00

## Leg Base Sections



Made in two heights and two depths, all 33 inches wide.

Cat. No.	High	Deep	Oak	Mahogany
76812	16 inches	13½ inches	\$7.50	\$11.00
76822	16 "	24 "	8.50	12.00
76814	29 "	13½ "	8.50	12.00
76824	29 "	24 "	10.50	14.00



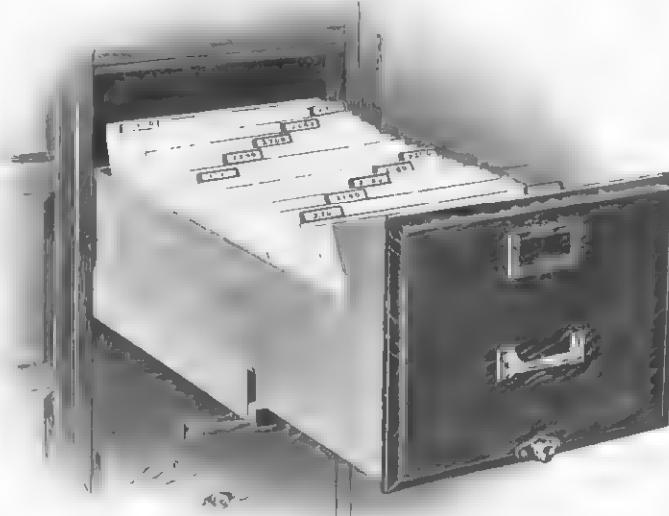
A MODEL FILING ROOM. ALL THE PAPERS OF A BUSINESS HOUSE IN PERFECT ORDER AND INSTANTLY ACCESSIBLE.  
C & B EQUIPMENT.

## Vertical Filing Sections

THE vertical file is rapidly superseding all other methods for filing not only the letters of a business house, but invoices, orders, duplicate bills, requisitions, credit reports, catalogues and legal papers. In simplicity, accuracy and ease of reference it is unequalled. It lends itself readily to expansion and has a much greater capacity than any other file. It is equally adapted to numeric, alphabetic or geographic filing, full descriptions of which will be sent on request.

Our vertical files have important advantages possessed by no others.

### Drawer Slides



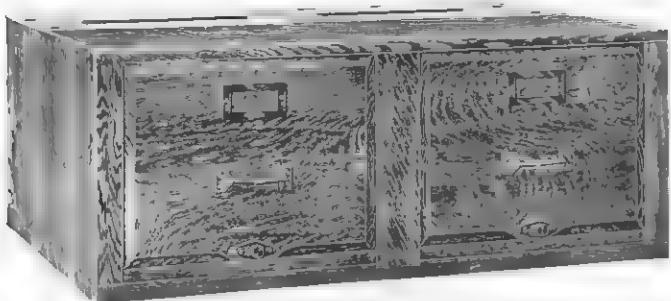
Vertical File Drawer, showing C & B Drawer Slides

Drawer interiors and slides are of hard wood, dovetailed construction, and are built throughout to stand the severest use.

Drawers are fitted with locking block, adjustable at any point to hold folders at proper angles. When equipped with our metal tipped guides (page 25) these vertical files offer the maximum of satisfaction to be obtained in letter-filing equipment.



### Vertical Letter File Section



Cat. No.

73202 Capacity of each drawer, 3000 letters in folders, with guides.

	High 13 in.	Wide 33 in.	Deep 24 in.
Outside dimensions . . . . .	13 in.	33 in.	24 in.
Inside of each drawer . . . . .	10 "	12 "	18 1/4 "
Quartered Oak . . . . .		Cabinet only, \$16.00	
Mahogany . . . . .		" " 23.00	

For upright letter file sections, folders and guides, see pp. 23 and following.

### Combination Vertical Letter and Legal File Section



Cat. No.

73202 X Same general style as above.

	High 13 in.	Wide 33 in.	Deep 24 in.
Outside dimensions . . . . .	13 in.	33 in.	24 in.
Inside of letter file drawer . . . . .	10 "	12 "	18 1/4 "
Inside of legal file drawer . . . . .	10 "	15 1/2 "	18 1/4 "
Quartered Oak . . . . .		Cabinet only, \$17.50	
Mahogany . . . . .		" " 25.00	



### Upright Sectional Files

THE C & B upright sections are considered by many users to be the best form of sectional cabinet.



A single section, or two or more sections joined together, give the appearance of a solid cabinet. Yet so simple is the method of joining that any number of sections may be quickly and easily combined into a single cabinet, and as readily separated.

These cabinets have unusual capacity. On the basis of filing space they are the least expensive form of sectional cabinet made.

For construction and finish of these cabinets see page 5.

### How Sections are Joined

Fig. 1—Complete single section cabinet is made up of the single section and detachable ends which are bolted by strong thumb screws to the interior frame of the cabinet.



2

Fig. 2—To add another section, unbolt and take off one of the ends. Bolt the new section to the original section, and bolt end in place.



3

Fig. 3—The result is a cabinet as strong and permanent as any solid-built file, yet capable of being divided and added to at any time. Joining bolts are wholly interior, and invisible when sections are joined.

## Upright Sections—Vertical Letter File



High      Wide      Deep  
 Outside dimensions . . . . 51 in. 15 $\frac{1}{2}$  in. 29 $\frac{1}{2}$  in.  
 Inside of each drawer . . . . 10 in. 12 in. 23 in.

## Cat. No.

3404	Quartered Oak section, Natural or Golden finish, or Cherry, Mahogany finish, without ends Cabinet only,	\$25.00
	Ends for any of above . . . per pair,	10.00
	Mahogany section . . . . .	30.00
	Mahogany ends, per pair . . . . .	13.00

## Folders for Vertical Letter File

Folders are made of toughest folding manila and are unsurpassed for durability.

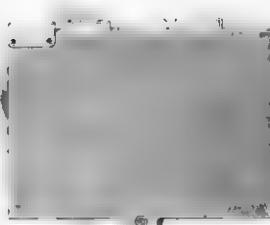
## Cat. No.

3962	Manila, one fold, per 1000	\$3.50
3962	Blue                  "                  5 75	
3965	Envelope, open side, no flap, size, 11 $\frac{1}{2}$ x 9 $\frac{1}{4}$ x 1 $\frac{1}{2}$ expansion, per 100 . . .	5.50
3971	C & B Fiberope filing envelope, letter size, 2-in. expansion. Flap has two buttons and tape for fastening. Fiberope is the strongest material for filing envelopes made. Per 100 . . . . .	11.50

Numbering, 50 cents per 1000 extra.



## Guides for Vertical Letter Files



adequate support to the papers or folders, keeping them erect and in alignment.

	METAL TIP JUTE-BOARD BODY			HEAVY TAG MANILA		
Blank, $\frac{1}{8}$ projections	Cat. No.	Price		Cat. No.	Price	
" $\frac{1}{5}$ "	8B3	per 100,	\$6.00	8C3	per 100,	\$1.00
<b>ALPHABETIC SUBDIVISIONS</b>						
25 Subdivisions of alphabet	8B-25	per set,	1.50	8C-25	per set,	.50
40      "      "      "	8B-40	"      "	2.40	8C-40	"      "	.70
80      "      "      "	8B-80	"      "	4.80	8C-80	"      "	1.25
125     "      "      "	8B-125	"      "	7.50	8C-125	"      "	2.75
250     "      "      "	8B-250	"      "	13.50	8C-250	"      "	5.50
500     "      "      "	8B-500	"      "	25.00	8C-500	"      "	11.00
Months, Jan'y to Dec.	8B7	"      "	.75	8C7	"      "	.25
Days, 1-31	8B9	"      "	1.85	8C9	"      "	.75
States and Territories	8B8	"      "	3.00	8C8	"      "	1.50
Towns, population 10,000 & over	8B-10	per 100,	6.00	8C-10	per 100,	1.25

Larger subdivisions of the alphabet up to 6000 can be furnished. Guides numbered every 20, extra, per 100, 25 cents. If heavy gray press-board is desired in place of jute-board body in metal tip guides, add 33 $\frac{1}{3}$  per cent.

## Upright Sections—Vertical Legal File

High	Wide	Deep
Outside dimensions . . . .	51 in.	19 $\frac{1}{2}$ in.
Inside of each drawer . . . .	10 "	15 $\frac{1}{2}$ "
Quartered Oak section, Natural, Golden finish, or Cherry, mahogany finish Cabinet only,	\$30.00	
Ends for any of above, per pair . . . . .	10.00	
Mahogany section . . . . .	35.00	
Mahogany ends, per pair . . . . .	13.00	

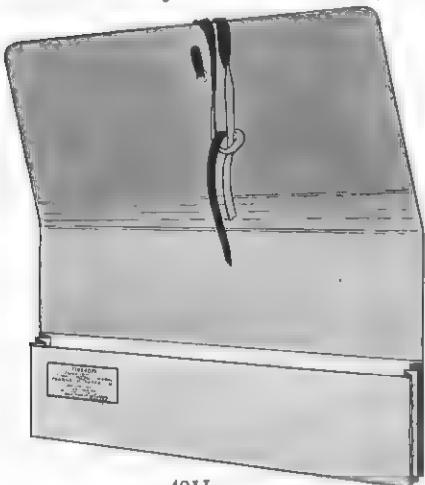




## Folders and Filing Envelopes for Vertical Legal File

Cat. No.

		Price
4922	Manila, one fold; size, 9 1/4 in. x 15 in., per 1000 . . . . .	\$ 6.00
4911	Fiberope Filing Envelope, pocket half height, reinforced with linen and eyeletted at corners, with tape for tying up; very durable; size, 15 in. x 9 3/8 in. x 2 in. expansion, per 100	12.50
4913	Storage envelope, heavy Manila; size, 15 in. x 9 3/8 in. x 2 in. expansion, per 100 . . . . .	6.25
4914	Manila envelope, full size pocket and flap with button corners reinforced with linen; size, 15 in. x 9 3/8 in. x 1 in. expansion, per 100	6.00
4915	Light Manila envelope with button; size, 15 in. x 9 3/8 in., no expansion, per 100 . . . . .	2.50
4919	Same style as 4911, except, has linen-lined pocket, and metal button, instead of tape; strongest and most convenient envelope made, per 100 . . . . .	15.00
4921	Heavy Manila folders, 2 in. expansion, folded twice, per 100	6.00
4923	Letter backs; size, 11 1/2 in. x 9 1/4 in., four eyeletted holes, per 100 . . . . .	4.00
4924	Letter backs; size, 12 1/2 in. x 9 in., with front flap, printed, 5/8 in. expansion, per 100 . . . . .	6.00



4911

strongest and most convenient envelope made, per 100 . . . . .

- 4921 Heavy Manila folders, 2 in. expansion, folded twice, per 100  
 4923 Letter backs; size, 11 1/2 in. x 9 1/4 in., four eyeletted holes, per 100 . . . . .  
 4924 Letter backs; size, 12 1/2 in. x 9 in., with front flap, printed, 5/8 in. expansion, per 100 . . . . .

## Guides for Vertical Legal File

DESCRIPTION	METAL TIP JUTE-BOARD BODY		HEAVY TAG MANILA	
	Cat. No.	Price	Cat. No.	Price
Blank 1/3 projections	L8B3 per 100	\$8.00	L8C3 per 100	\$1.20
" " " " ALPHABETIC SUBDIVISIONS	L8B5 " "	7.75	L8C5 " "	1.20
25 subdivision alphabet	L8B-25 per set	2.00	L86-25 per set	.75
125 " " L8B-125 " " 10.00	L8B-125 " " 10.00		L86-125 " " 2.50	

Guides numbered every 20, extra, per 100, 25c. If heavy gray press-board is desired in place of jute-board in metal tip guides, add 33 1/3 per cent.



## Upright Sections—Combination Card Index and Vertical Letter File

Cat. No.

- 3407 Two double drawers each holding 2 rows of 3 x 5 inch cards, three vertical letter file drawers.



Quartered Oak section, Natural or Golden finish . . . . . Cabinet only, \$30.00  
 Quartered Oak ends, per pair . . . . . 10.00

## Upright Sections—Vertical Order File

Also used for 5 x 8 in. or 12 1/2 x 20 centimeter cards

Cat. No.

- 3406 Two rows of cards or orders to each drawer. Countersunk rods.

High	Wide	Deep
Outside dimensions .51 in.	20 in.	29 3/8 in.
Inside of each space 5 3/8 "	8 1/8 "	24 "

Quartered Oak section, Natural or Golden finish . . . . . Cabinet only, \$45.00  
 Quartered Oak ends, per pair . . . . . 10.00  
 Mahogany section . . . . . 55.00  
 Mahogany ends, per pair U. S. Pat. 3,360,360



### Upright Sections—Bill or Credit File

Cat. No.	High	Wide	Deep
3405 Outside dimensions . . . 51 in.	12 $\frac{3}{4}$ in.	29 $\frac{3}{4}$ in.	
Inside of each drawer . . . 7 $\frac{3}{4}$ " 9 $\frac{1}{4}$ " 26 "			

Quartered Oak Section, Natural or Golden finish, or Cherry, mahogany finish. Cabinet only, \$32.00  
Ends for any of above, per pair . . . . . 10.00  
Mahogany Section . . . . . 37.00  
Mahogany Ends, per pair . . . . . 13.00



### Folders for Vertical Bill or Credit File

Cat. No.	
3961 Size, 7 $\frac{1}{4}$ in. x 8 $\frac{1}{2}$ in., one fold, plain, per 1000 .	\$3.00
Numbered consecutively, per 1000 . . . . .	3.50

### Guides for Vertical Bill or Credit File

DESCRIPTION	METAL TIP JUTE-BOARD BODY		HEAVY TAG MANILA	
	Cat. No.	Price	Cat. No.	Price
Blank $\frac{1}{2}$ projections	9B3 per 100	\$4.80	9C3 per 100	\$.80
" $\frac{1}{2}$ "	9B5 " "	4.55	9C5 " "	.80
25 subdivisions of alphabet	9B-25 per set	1.15	9C-25 per set	.35
125 " " "	9B-125 " "	5.60	9C-125 " "	1.75
States and Territories	9B8 per set	2.40	9C8 per set	1.00
Towns, population 10,000 and over	9B10 per 100	4.80	9C10 per 100	1.40

Larger subdivisions of alphabet furnished.

Guides numbered every 20, extra, per 100, 25c.

If heavy press-board is used in place of jute-board in metal tip guides, add 33 $\frac{1}{3}$  per cent.

### Upright Sections—For Card Indexes

For 3 x 5 in. or 7 $\frac{1}{2}$  x 12 $\frac{1}{2}$  centimeter cards

Cat. No.	
3410 Ten double drawers, with extension slides. Two rows of cards to a drawer. Furnished with or without rods.	

Capacity:—55,000 light weight cards and 2000 guides  
50,000 medium weight cards and 1850 guides  
40,000 heavy weight cards and 1500 guides

High	Wide	Deep
Outside dimensions . . . 51 in.	15 $\frac{1}{8}$ in.	29 $\frac{3}{4}$ in.
Inside of each space . . . 3 $\frac{1}{2}$ " 5 $\frac{1}{8}$ " 26 "		
Quartered Oak section, Natural or Golden finish . . . . .	Cabinet only, \$40.00	
Quartered Oak ends, per pair . . . . .	10.00	



For 4 x 6 in. or 10 x 15 centimeter cards

Cat. No.	
3408 Same as No. 3410, with eight double drawers and extension slides.	

Capacity:—44,000 light weight cards and 1600 guides  
40,000 medium weight cards and 1500 guides  
32,000 heavy weight cards and 1200 guides

High	Wide	Deep
Outside dimensions . . . . .	51 in.	17 $\frac{1}{8}$ in.
Inside of each space . . . . .	4 $\frac{1}{2}$ " 6 $\frac{1}{8}$ " 26 "	

Quartered Oak section, Natural or Golden finish . . . Cabinet only, \$40.00  
Quartered Oak ends, per pair . . . 10.00



### Upright Sections—Closet

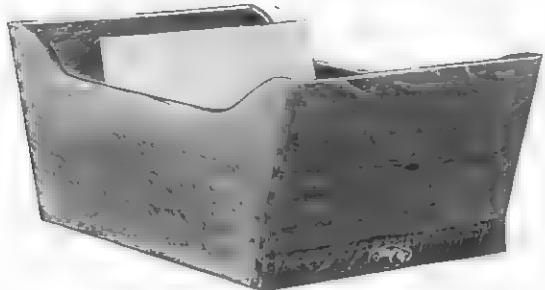
Cat. No.

3412 Fitted with 3 adjustable shelves.

High	Wide	Deep
Outside dimensions . . . 51 in.	19 $\frac{3}{4}$ in.	29 $\frac{3}{4}$ in.
Inside of each drawer 45 $\frac{1}{2}$ " 17 $\frac{1}{8}$ " 27 "		

Quartered Oak section, Natural or Golden finish . . . . . \$18.00  
Quartered Oak ends, per pair . . . 10.00

## Correspondence Sorting Tray

*Cat. No.*

- 3411 For sorting correspondence preparatory to filing. A great convenience and labor saver.

	High	Wide	Deep
Outside dimensions . . . . .	8 $\frac{3}{4}$ in.	12 $\frac{3}{4}$ in.	22 in.
Inside dimensions . . . . .	8 " "	12 " "	16 " "

Quartered Oak, Natural or Golden finish . . . . . \$5.50  
Guides extra.

## Stand for Sorting Tray

*Cat. No.*

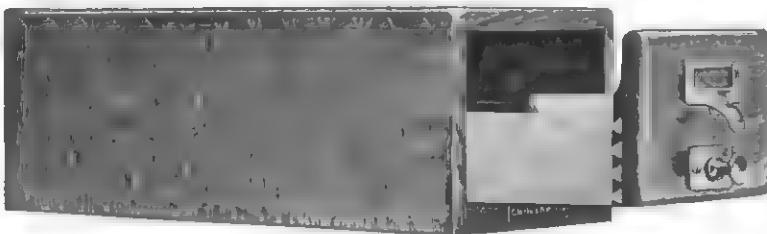
- 3400 Dimensions . . . . . High 30 in. Wide 14 in. Deep 19 in.  
Quartered Oak, Natural or Golden finish . . . . . Stand only, \$5.00

## Tray Cabinets

For construction and fittings see page 5.

These cabinets are carried in stock in quartered oak, natural or golden finish, and in cherry, mahogany finish.

## Single Tray Cabinets



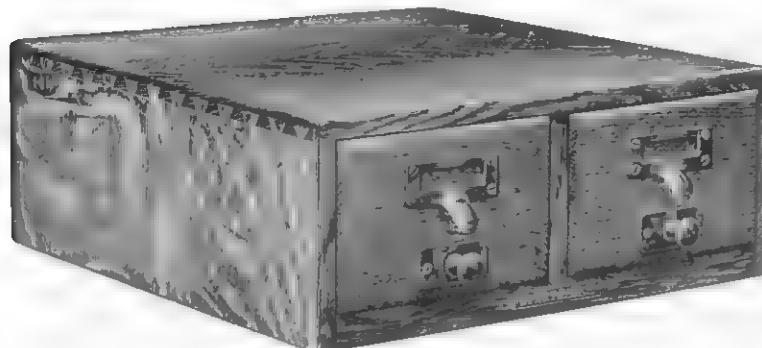
Capacity:—1100 light weight, 1000 medium weight, 800 heavy weight cards, with necessary guide cards.

*Cat. No.*

- |                                   | High                | Wide                | Deep                 |
|-----------------------------------|---------------------|---------------------|----------------------|
| 1301 Outside dimensions . . . . . | 5 $\frac{1}{2}$ in. | 6 $\frac{3}{4}$ in. | 13 $\frac{1}{2}$ in. |
| Size of card, 3 x 5 in.           |                     |                     |                      |
| Oak or Cherry . . . . .           |                     |                     | Cabinet only, \$3.50 |
| Mahogany . . . . .                |                     |                     | " " 5.25             |
| 1401 Outside dimensions . . . . . | 6 $\frac{1}{2}$ in. | 7 $\frac{1}{4}$ in. | 13 $\frac{1}{2}$ in. |
| Size of card, 4 x 6 in.           |                     |                     |                      |
| Oak or Cherry . . . . .           |                     |                     | Cabinet only, \$4.50 |
| Mahogany . . . . .                |                     |                     | " " 6.50             |
| 1501 Outside dimensions . . . . . | 7 $\frac{1}{8}$ in. | 9 $\frac{3}{4}$ in. | 13 $\frac{1}{2}$ in. |
| Size of card, 5 x 8 in.           |                     |                     |                      |
| Oak or Cherry . . . . .           |                     |                     | Cabinet only, \$5.50 |
| Mahogany . . . . .                |                     |                     | " " 7.75             |

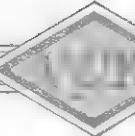


## Two-Tray Cabinet



Capacity:—2200 light weight, 2000 medium weight, 1600 heavy weight cards, with necessary guide cards.

<i>Cat. No.</i>		<i>High</i>	<i>Wide</i>	<i>Deep</i>	
1302	Outside dimensions . . . . .	5½ in.	13 in.	13½ in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry . . . . .				Cabinet only, \$5.00
	Mahogany . . . . .		" "	7.00	
1402	Outside dimensions . . . . .	6½ in.	15 in.	13½ in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry . . . . .				Cabinet only, \$7.00
	Mahogany . . . . .		" "	10.00	
1502	Outside dimensions . . . . .	7½ in.	19 in.	13½ in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry . . . . .				Cabinet only, \$8.50
	Mahogany . . . . .		" "	12.00	



## Four-Tray Cabinet



Capacity:—4400 light weight, 4000 medium weight, or 3200 heavy weight cards, with necessary guide cards.

<i>Cat. No.</i>		<i>High</i>	<i>Wide</i>	<i>Deep</i>	
1304	Outside dimensions . . . . .	9 in.	13 in.	13½ in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry . . . . .				Cabinet only, \$8.00
	Mahogany . . . . .		" "	11.50	
1404	Outside dimensions . . . . .	11 in.	15 in.	13½ in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry . . . . .				Cabinet only, \$11.00
	Mahogany . . . . .		" "	15.75	
1504	Outside dimensions . . . . .	13 in.	19 in.	13½ in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry . . . . .				Cabinet only, \$15.00
	Mahogany . . . . .		" "	21.50	

## Six-Tray Cabinet



Capacity:—6600 light weight, 6000 medium weight, 4800 heavy weight cards, with necessary guide cards.

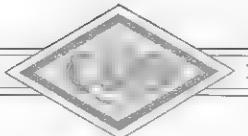
Cat. No.		High	Wide	Deep	
1306	Outside dimensions . . . . .	13 in.	13 in.	13½ in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry . . . . .				Cabinet only, \$12.00
	Mahogany . . . . .	" " "			17.25
1406	Outside dimensions . . . . .	16 in.	15 in.	13½ in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry . . . . .				Cabinet only, \$16.00
	Mahogany . . . . .	" " "			22.75
1506	Outside dimensions . . . . .	19 in.	19 in.	13½ in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry . . . . .				Cabinet only, \$20.00
	Mahogany . . . . .	" " "			28.50

## Nine-Tray Cabinet



Capacity:—9900 light weight, 9000 medium weight, 7200 heavy weight cards, with necessary guide cards.

Cat. No.		High	Wide	Deep	
1309	Outside dimensions . . . . .	13 in.	19¼ in.	13½ in.	
	Size of card, 3 x 5 in.				
	Oak or Cherry . . . . .				Cabinet only, \$18.00
	Mahogany . . . . .	" " "			26.00
1409	Outside dimensions . . . . .	16 in.	22¼ in.	13½ in.	
	Size of card, 4 x 6 in.				
	Oak or Cherry . . . . .				Cabinet only, \$25.00
	Mahogany . . . . .	" " "			36.00
1509	Outside dimensions . . . . .	19 in.	29¼ in.	13½ in.	
	Size of card, 5 x 8 in.				
	Oak or Cherry . . . . .				Cabinet only, \$30.00
	Mahogany . . . . .	" " "			43.00



## Twelve-Tray Cabinet



Capacity:—13200 light weight, 12000 medium weight, 9600 heavy weight cards, with necessary guide cards.

	High	Wide	Deep	
1312 Outside dimensions . . . . .	17½ in.	19¾ in.	16¼ in.	
Size of card, 3 x 5 in.				
Oak or Cherry . . . . .		Cabinet only, \$27.50		
Mahogany . . . . .		" "	39.50	
	High	Wide	Deep	
1412 Outside dimensions . . . . .	21½ in.	22¾ in.	16¼ in.	
Size of card, 4 x 6 in.				
Oak or Cherry . . . . .		Cabinet only, \$32.00		
Mahogany . . . . .		" "	46.00	
	High	Wide	Deep	
1512 Outside dimensions . . . . .	25¼ in.	28¾ in.	16¼ in.	
Size of card, 5 x 8 in.				
Oak or Cherry . . . . .		Cabinet only, \$40.00		
Mahogany . . . . .		" "	57.00	



## Bases for Smaller Cabinets



The question often arises where to put small card cabinets. Our bases of special design bring cabinets to a convenient height for ready reference. Where more than one person has to make use of a given record, a revolving top adds greatly to ease of access.

Cat. No.			Top	High
7102T	To hold 2, 4 or 6 tray cabinet for 3 x 5 inch cards.			
	Dimensions . . . . .	14½ x 15¼ in.	26 in.	
	Quartered Oak, Natural or Golden finish . . . . .			\$6.00
7102TR	Same with revolving top . . . . .			7.50
7103T	To hold 9 or 12 tray cabinet for 3 x 5 inch cards.			
	Dimensions . . . . .	15¼ x 20¾ in.	26 in.	
	Quartered Oak, Natural or Golden finish . . . . .			\$7.00
7103TR	Same with revolving top . . . . .			8.50

## Small Card Outfits

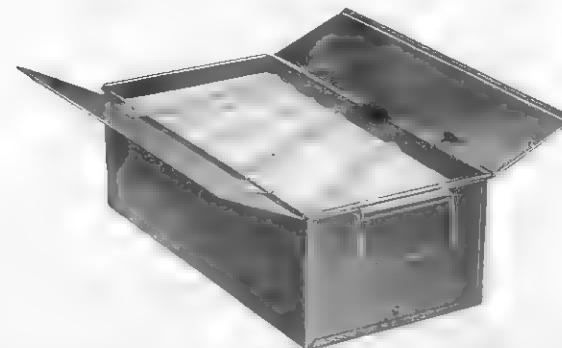
### Pocket Outfit



Pasteboard box covered with black cloth, 200 light weight cards, any stock ruling, and set of guides.

<i>Cat. No.</i>		<i>High</i>	<i>Wide</i>	<i>Deep</i>	
1301A	Outside dimensions . . . . .	3½ in.	5¾ in.	2¾ in.	
	Size of card, 3 x 5 in.				
	Box only . . . . .				15 cents
	Complete . . . . .				40 cents
1401A	Outside dimensions . . . . .	4½ in.	6¾ in.	2¾ in.	
	Size of card, 4 x 6 in.				
	Box only . . . . .				20 cents
	Complete . . . . .				60 cents
1501A	Outside dimensions . . . . .	5½ in.	8¾ in.	2¾ in.	
	Size of card, 5 x 8 in.				
	Box only . . . . .				25 cents
	Complete . . . . .				85 cents

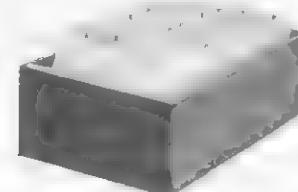
### Tin Tray Outfit



Japanned tin tray with cover, and equipped with sliding block and handle, with or without round rod ; 800 light weight cards, any stock ruling, and set of guides.

<i>Cat. No.</i>		<i>High</i>	<i>Wide</i>	<i>Deep</i>	
1301F	Outside dimensions . . . . .	3¾ in.	5½ in.	10½ in.	
	Size of card, 3 x 5 in.				
	Tray only . . . . .				\$1.00
	Complete . . . . .				2.75
1401F	Outside dimensions . . . . .	4¾ in.	6½ in.	10½ in.	
	Size of card, 4 x 6 in.				
	Tray only . . . . .				\$1.50
	Complete . . . . .				3.50
1501F	Outside dimensions . . . . .	5¾ in.	8½ in.	10½ in.	
	Size of card, 5 x 8 in.				
	Tray only . . . . .				\$2.00
	Complete . . . . .				4.50

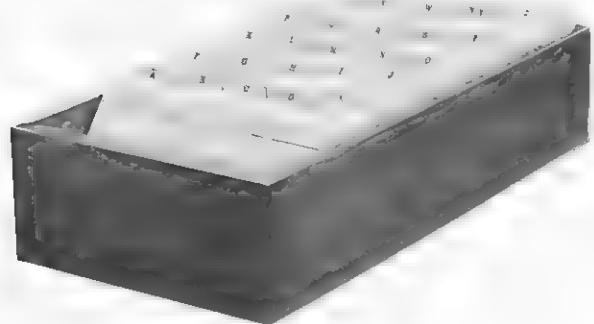
### Tickler Outfit



#### *Cat. No.*

1001	Quartered Oak, natural or golden finish, open tray, with sliding block and no rod, 300 light weight cards, approximately 2½ x 4 inches, horizontal ruling, and set of guides.	<i>High</i>	<i>Wide</i>	<i>Deep</i>	
	Outside dimensions . . . . .	2¾ in.	4¼ in.	6½ in.	
	Complete with A-Z guides . . . . .				\$1.25
	" " January to December and 1 to 31 guides . . . . .				1.50
I44	Extra cards, per 1000 . . . . .				1.25

## Open Tray Outfit



Quartered Oak, natural or golden finish, open tray, with sliding block, with or without round rod, 800 light weight cards, any stock ruling, and one set of guides.

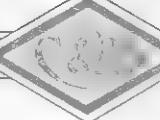
Cat. No.		High	Wide	Deep	
1301C	Outside dimensions . . . . .	2½ in.	5½ in.	10¾ in.	
	Size of card, 3 x 5 in.				
	Tray only . . . . .				\$1.00
	Complete . . . . .				2.75
1401C	Outside dimensions . . . . .	3½ in.	6½ in.	10¾ in.	
	Size of card, 4 x 6 in.				
	Tray only . . . . .				\$1.25
	Complete . . . . .				3.50
1501C	Outside dimensions . . . . .	4½ in.	8½ in.	10¾ in.	
	Size of card, 5 x 8 in.				
	Tray only . . . . .				\$1.50
	Complete . . . . .				4.25

## Desk Tray with Cover



Quartered Oak or Cherry (mahogany finish) tray, with cover, with or without round rod, 1000 light weight cards, any stock ruling, and one set of guides.

Cat. No.		High	Wide	Deep	
1301E	Outside dimensions . . . . .	4¼ in.	6½ in.	13¾ in.	
	Size of card, 3 x 5 in.				
	Tray only . . . . .				\$2.50
	Complete . . . . .				4.00
1401E	Outside dimensions . . . . .	5¼ in.	7½ in.	15¾ in.	
	Size of card, 4 x 6 in.				
	Tray only . . . . .				\$3.50
	Complete . . . . .				6.00
1501E	Outside dimensions . . . . .	6¼ in.	9½ in.	15¾ in.	
	Size of card, 5 x 8 in.				
	Tray only . . . . .				\$4.50
	Complete . . . . .				8.00



## Index Cards

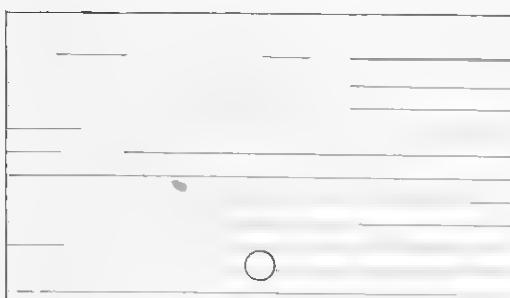
**Grades.**—The "Clarke grade" linen card stock has been the standard for nearly twenty years. Card records on this stock installed that long ago are still in use, and show no appreciable deterioration. They will last for generations longer. There is no poorer economy than putting a permanent record on a cheap card which must be replaced every few years.

Clarke stock is made from a formula known only to us. Though it has been widely imitated, it has positively no equal for durability, writing surface, erasive qualities and "snap."

The Brentwood grade linen card stock, though not equal to the Clarke stock, is a splendid card for commercial records where the greatest permanency is not required.

Our No. 2 commercial grade is a good writing stock and highly satisfactory for records of a temporary nature.

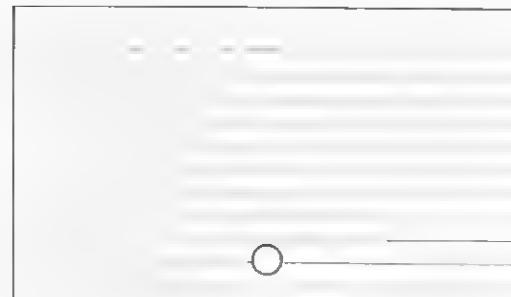
**Rulings:** Cards are carried unruled and in the following four rulings :



### Standard Ruling

The standard ruling for commercial card records.

Prices on pages 44-45.

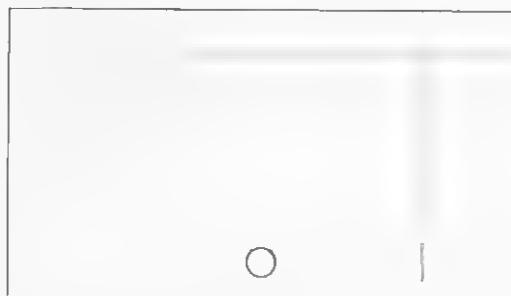


### Library Ruling

A very useful form of ruling where dates or prices, or both, are part of the card record.

Also the standard ruling for library catalogues.

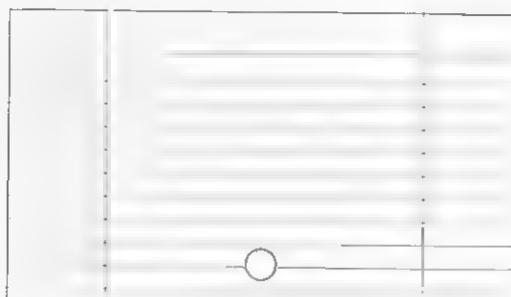
Prices on pages 44-45.



### Correspondence Index Ruling

Used chiefly for index to correspondence vertical filing system.

Prices on page 46.



### Record Ruling

Another form of ruling for use where dates or prices are part of the card record.

Prices on page 46.

Standard weights : light, medium and heavy.

Standard sizes : 3 x 5 inches, 7½ x 12½ centimeters ; 4 x 6 inches, 10 x 15 centimeters ; 5 x 8 inches, 12½ x 20 centimeters.

**Punches.**—Where protection from carelessness is required, we strongly recommend the round rod. Many concerns, however, are finding it very satisfactory to drop rods entirely.

*We furnish cards punched for any style of rod without extra charge.*

## Price List of Unruled, Standard Ruled and Library Ruled Cards

### COLORS CARRIED IN STOCK

CLARKE STOCK is carried in White, Buff, Blue and Salmon, in unruly cards and Standard ruling, in all weights: Library ruling in White only, all weights.

BRENTWOOD STOCK is carried in White, Buff, Blue, Salmon, Fawn, Green, Cherry, in unruly cards and Standard ruling, in light and medium weights: White, Buff, Blue and Salmon only in heavy weight: Library ruling not carried in colors.

CLARKE STANDARD		BRENTWOOD	
LIGHT WEIGHT	MEDIUM WEIGHT	LIGHT WEIGHT	MEDIUM WEIGHT
Unruled		7½ x 12½ cm. approximately 3 x 5 inches	10 x 15 cm. approximately 4 x 6 inches
Umpunched		311 { \$2.00	411 { \$2.00
Round Punch		312 { \$2.00	412 { \$2.00
Special Punch		313 { \$2.00	413 { \$2.00
Unruled		314 { 2.00	414 { 2.00
Umpunched		315 { 2.00	415 { 2.00
Round Punch		316 { 2.00	416 { 2.00
Special Punch			
Unruled		317 { 2.00	417 { 2.00
Umpunched		318 { 2.50	418 { 2.50
Round Punch		319 { 2.50	419 { 2.50
Special Punch			
Unruled		320 { 2.50	420 { 2.50
Umpunched		321 { 2.50	421 { 2.50
Round Punch		322 { 2.50	422 { 2.50
Special Punch		323 { 2.50	423 { 2.50
Unruled		324 { 2.50	424 { 2.50
Umpunched		325 { 2.50	425 { 2.50
Round Punch		326 { 2.50	426 { 2.50
Special Punch			
Unruled		327 { 2.50	427 { 2.50
Umpunched		328 { 2.50	428 { 2.50
Round Punch		329 { 2.50	429 { 2.50

Prices for centimeter and full inch sizes are the same.—When full inch sizes are desired prefix fig. 8 to catalogue number of corresponding centimeter size.  
Where prices are omitted goods are not carried in stock, but we will submit estimates on request.

## Price List of Unruled, Standard Ruled and Library Ruled Cards—Cont'd

### COLORS CARRIED IN STOCK

CLARKE STOCK is carried in White, Buff, Blue and Salmon, in unruly cards and Standard ruling, in all weights: Library ruling in White only, all weights.

BRENTWOOD STOCK is carried in White, Buff, Blue, Salmon, Fawn, Green, Cherry, in unruly cards and Standard ruling, in light and medium weights: White, Buff, Blue and Salmon only in heavy weight.

CLARKE STANDARD		BRENTWOOD	
HEAVY WEIGHT	MEDIUM WEIGHT	HEAVY WEIGHT	MEDIUM WEIGHT
Unruled		7½ x 12½ cm. approximately 3 x 5 inches	10 x 15 cm. approximately 4 x 6 inches
Umpunched		331 { \$3.25	431 { \$4.25
Round Punch		332 { \$3.25	432 { \$4.25
Special Punch		333 { \$3.25	433 { \$4.25
Unruled		334 { 3.25	434 { 4.25
Umpunched		335 { 3.25	435 { 4.25
Round Punch		336 { 3.25	436 { 4.25
Special Punch			
Unruled		337 { 3.25	437 { 4.25
Umpunched		338 { 3.25	438 { 4.25
Round Punch		339 { 3.25	439 { 4.25
Unruled			
No. 2 COMMERCIAL		No. 2 COMMERCIAL MEDIUM WEIGHT	
HEAVY WEIGHT	MEDIUM WEIGHT	HEAVY WEIGHT	MEDIUM WEIGHT
Unruled		7½ x 12½ cm. approximately 3 x 5 inches	10 x 15 cm. approximately 4 x 6 inches
Umpunched		371 { \$1.25	471 { \$1.75
Round Punch		372 { \$1.25	472 { \$1.75
Special Punch		373 { \$1.25	473 { \$1.75
Unruled		374 { 1.25	474 { 1.75
Umpunched		375 { 1.25	475 { 1.75
Round Punch		376 { 1.25	476 { 1.75

Prices for centimeter and full inch sizes are the same.—When full inch sizes are desired prefix fig. 8 to catalogue number of corresponding centimeter size.  
Where prices are omitted goods are not carried in stock, but we will submit estimates on request.

## Correspondence Index Cards

Used chiefly for an index to correspondence vertical filing system.



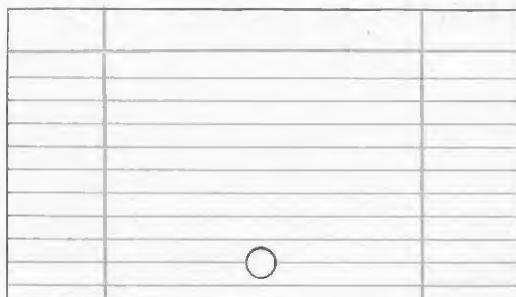
Made of Brentwood grade linen ledger stock. Carried in stock in  $7\frac{1}{2} \times 12\frac{1}{2}$  centimeters (approximately 3 x 5 inches) only, light weight only, in White, Buff, Blue and Salmon.

Cat. No.

9722	Ruled only . . . . .	Per 1000	\$1.75
	Numbered consecutively . . . . .	" "	2.25

## Record Ruling

A useful form of ruling where dates or prices are a part of the card record.



Made of Brentwood grade linen card stock. Carried in stock in the full inch sizes only, *i.e.*, 3 x 5 inches, 4 x 6 inches and 5 x 8 inches, in White, Buff, Blue and Salmon.

Weight	3 x 5 inches		4 x 6 inches		5 x 8 inches	
	Cat. No.	Per 1000	Cat. No.	Per 1000	Cat. No.	Per 1000
Light	8640	\$1.50	8740	\$2.25	8840	\$3.00
Medium	8650	1.80	8750	2.75	8850	3.75
Heavy	8660	2.50	8760	3.60	8860	4.75

## Guide Cards

Guide cards are to any card index or filing system what sign-boards are to the streets of a city. They mark definite locations in the file and insure speedy finding of the card sought. A card system inadequately or improperly guided loses much of its efficiency. We recommend the insertion of a guide every 20 cards.

### The Metal Tip Guide

The most important development ever made in guide cards. Its two great points are :

- 1.—It is practically indestructible.
- 2.—The guide heading may be changed at will.

This guide is as rigid and durable as an all metal guide without the excessive weight or clumsiness. The wear of every guide comes on its projection. The projection of this guide is a metal label holder, securely attached to the heavy press board of the guide, and no amount of hard use will affect it.



The guide heading can be changed at any time by simply changing the label in the label holder. The ordinary guide once printed can be used at one point in the card index only. The Metal Tip Guide can be used over and over again.

The Metal Tip Guide can also be handled more rapidly than any other form of guide, and its rigidity serves to keep the contents of file compact.

### Standard Guides

These are made of the best linen ledger stock, heavy weight, and are exceptionally durable.

### Printing on Guides

We carry in stock guides printed with all subdivisions of the alphabet, the States and Territories, months, days of the month (1-31) and towns in the United States of two thousand or more inhabitants. Specially printed lists of guides are furnished for a slight additional cost. Prices on request.

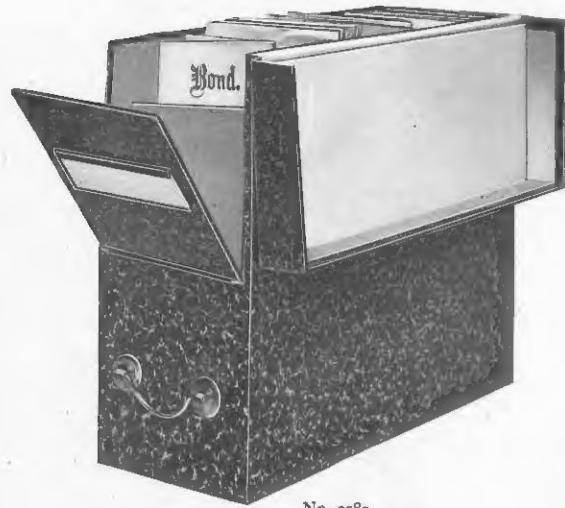
### Perforation

Guides are furnished punched for the round rod, unless specified otherwise. Punching for any other style of rod supplied without extra charge.



## Another Form for Legal Papers and Vouchers

Where Constant Handling is Required



No. 3989

On account of extreme weight when filled and difficulty of handling, we do not recommend this style of box.

Cat. No.	High	Wide	Deep
3989	Outside dimensions . . . . .	10½ in.	4¾ in.
	Inside dimensions . . . . .	10¼ "	4¾ "
Each . . . . .	Per 10 . . . . .	\$5.00	Per 100 . . . . .

Cat. No.	High	Wide	Deep
3989	Outside dimensions . . . . .	10½ in.	4¾ in.
	Inside dimensions . . . . .	10¼ "	4¾ "

Each . . . . . Per 10 . . . . . Per 100 . . . . .

### Transfer Box

For transferring the entire contents of vertical file where correspondence is seldom referred to, and storage space is the sole consideration.

No. 3989

On account of extreme weight when filled and difficulty of handling, we do not recommend this style of box.

Cat. No.	High	Wide	Deep
3986	Outside dimensions . . . . .	10½ in.	12¾ in.
	Inside dimensions . . . . .	10¾ "	12 "

Each . . . . . \$1.50 Per 10 . . . . . \$12.50 Per 100 . . . . . \$115.00

### Card Transfer Boxes

For storing cards not in active use. Heavy print board, with metal bound corners and label on front to mark contents. Made large enough to receive the guides. Capacity 1000 light weight cards.



Cat. No.	High	Wide	Deep
1301 H	Outside dimensions . . . . .	3½ in.	5½ in.

To fit card 3 x 5 inches . . . . . \$0.25

Cat. No.	High	Wide	Deep
1401 H	Outside dimensions . . . . .	4½ in.	6½ in.

To fit card 4 x 6 inches . . . . . \$0.30

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Clarke & Baker Co.

